



Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, MN 55101-1854

*Helping People  
Help the Land*

Phone: (651) 602-7900  
FAX: (651) 602-7914

---

**Transmitted via Email**

December 11, 2006

MINNESOTA BULLETIN NO. 250-7-5

SUBJECT: FNM – Notification of Noncompliance to WebTCAS Revised Policy

Purpose. To provide additional information and guidance.

Expiration Date. September 30, 2008

**ACTION DUE BY: JANUARY 21, 2007**

In addition to the basic policy, bulletin; MN-250-7-3, *Notification of Noncompliance to WebTCAS Policy* directing ALL NRCS employees must be assigned to a supervisor and All supervisors must have two (2) backup supervisors assigned.

In keeping with the traditions of the department and agency I am further directing that ALL backup supervisors must be the same grade or equal too or higher than the employees for which they are certifying their timesheet.

If supervisors have questions or in need of assistance assigning backup supervisors contact Gloria Larson (651) 602 -7875, email: [gloria.larson@mn.usda.gov](mailto:gloria.larson@mn.usda.gov) or Tessa Garcia at (651) 602-7872, email: [tessa.garcia@mn.usda.gov](mailto:tessa.garcia@mn.usda.gov), WebTCAS Personnel Office Identifier (POI) coordinators. Also, your local office timekeeper can assist you as well in assigning backup supervisors.

//S//

WILLIAM HUNT  
State Conservationist

DIST: AE